

**SUMMARY OF THE
ON-SITE ASSESSMENT COMMITTEE MEETING
JANUARY 15, 2003**

The On-site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, January 5, 2003, at 1 p.m. Eastern Standard Time (EST). Chairperson Mr. Alfredo Sotomayor of the Wisconsin Department of Natural Resources led the meeting. A list of action items generated during this meeting is given in Attachment A, a list of participants is given in Attachment B, and the meeting agenda is given in Attachment C. *The purpose of the meeting was to review final comments made to the Chapter 5 Checklist, consider language changes regarding reports of on-site assessments, and to plan the content of future teleconferences.*

INTRODUCTION

Mr. Sotomayor called the meeting to order. He reviewed the status of action items and informed the Committee that having INELA and NELAC sessions at NELAC 9 would likely result in a very tight schedule for the NELAC Committee sessions. He would still communicate the On-site Committee Concerns about scheduling at the next INELA Board teleconference.

Dr. Frederic Siegelman reminded the Committee of the upcoming National Conference on Managing Environmental Quality, scheduled for April 14 – 18, 2003 in New Orleans. Dr. Siegelman is chairing a panel session on NELAC developments. He will make a presentation at the session on behalf of the committee, since Mr. Sotomayor would not be attending.

Mr. Sotomayor announced he would cancel the scheduled teleconference for January 29 because he and other committee members would be attending a meeting on performance-based measurement systems (PBMS) that day.

CHAPTER 5 CHECKLIST

The committee discussed briefly suggested changes to the checklist. There was also some discussion about reproducing the checklist in various electronic media. Mr. Charles Dyer offered that unless he received negative comments by January 17, the checklist would become final and would be sent for posting on the NELAC website. He also was planning on distributing the final version of the checklist to the Accrediting Authority (AA) Workgroup participants.

LANGUAGE CHANGE: SECTION 3.7.2 H

Mr. Louis Johnson, Chair of the Accrediting Authority Committee requested that the On-site Assessment Committee consider changing section 3.7.2 h to make a “comments and recommendations” section optional, not mandatory in assessment reports.

The committee agreed with Mr. Johnson’s suggestion and would propose changes to the language to address the concern. Mr. Sotomayor will craft changes and submit them to the Committee for approval at a later teleconference.

PLANNING CONTENT OF FUTURE TELECONFERENCES

Mr. Sotomayor informed the committee that since all members were now also INELA members, he wanted to start meeting as an INELA Committee in the near future.

He identified the following topics for consideration by the Committee before NELAC 9:

- Revising definitions for deficiencies, findings, and observations, based on comments received at NELAC 8i.
- Working with the Accreditation Process Committee to strengthen and clarify language regarding corrective action reports to assessment reports.
- NELAC training on-site assessments for assessors in Accrediting Authorities applying for NELAP recognition for the first time.
- Nature of and conditions for performing follow-up on-site assessments.
- Issues affecting assessors regarding implementation of new fields of testing.
- Issues affecting assessors regarding general implementation of new NELAC standards.

CONCLUSION

The meeting was adjourned shortly before 2:30 p.m. EST.

**ACTION ITEMS
ON-SITE ASSESSMENT COMMITTEE MEETING
JANUARY 15, 2003**

Item No.	Action	Date to be Completed
1.	Mr. Sotomayor will contact EPA to cancel the January 29, 2003 teleconference.	01/17/2003
2.	Mr. Dyer will finalize the Chapter 5 Checklist based on the 2001 NELAC Standards.	01/17/2003
3.	Mr. Sotomayor will craft changes to Section 3.2.7 h of Chapter 3 and distribute to the committee for review and subsequent approval.	02/28/2003
4.	The committee will decide when to meet as an INELA Committee and what subjects it would consider during these meetings.	02/12/2003

**PARTICIPANTS
ON-SITE ASSESSMENT COMMITTEE MEETING
JANUARY 15, 2003**

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On-site Assessment Committee
January 15, 2003
1:00 – 2:30 pm EDT

AGENDA

1:00 – 1:05	Attendance
1:05 – 1:15	Agenda Repair Announcements Status of Action Items
1:15 – 1:45	Chapter 5 Checklist --Final Version Approval
1:45 – 2:05	Language Change --Section 3.7.2 h
2:05 – 2:25	Planning Content of Future Teleconferences
2:25 – 2:30	Next Steps/Adjournment